



## **RECREATION SPECIALIST I/II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under supervision, performs a wide variety of duties related to the organization, coordination and promotion of a major function, activity or phase of a recreation program, and performs related work as required.

### **SUPERVISION RECEIVED**

Receives general direction from higher level department staff.

### **DISTINGUISHING CHARACTERISTICS**

**Recreation Specialist I** - This is the entry level class in the Recreation Specialist series. Incumbents in this class work under close supervision.

**Recreation Specialist II** – This is the journey level class in the Recreation Specialist series. This class is distinguished from the Recreation Specialist I class by the performance of duties involving a greater degree of responsibility and initiative.

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Organizes, coordinates and monitors activities and performs a variety of duties related to recreation programs, department facilities, after school and seasonal programs and events.
- Directs, leads, trains, schedules and monitors the work of assigned staff.
- Acts as a liaison between the department and the community providing information to the community and responding to inquiries and requests from the public.
- Researches program needs and makes recommendations for new/revised programs.
- Opens and secures facilities for special and regularly occurring activities and programs; monitors facility/site usage as needed.
- Works with community organizations to generate interest in Parks and Recreation programs.

## **QUALIFICATIONS**

### **Knowledge of:**

- Recreation principles and practices.
- Promotion techniques using social media and other marketing tools.
- Policies and procedures related to assigned area.
- Community organizations and resources related to the assigned area.
- Customer service techniques.
- Principles and techniques of planning activities and events for all ages.

### **Ability to:**

- Communicate clearly and concisely both orally and in writing.
- Understand and carry out oral and written instructions.
- Operate a personal computer and use applicable software to maintain records, prepare reports, develop electronic surveys, and draft flyers and other publications.
- Learn, understand and apply applicable policies and procedures.
- Establish and maintain effective relationships with those contacted in the course of work.
- Lead, train, and supervise assigned staff.
- Lift and move a variety of equipment and supplies weighing 50 pounds or less.
- Drive a vehicle on City business.
- Work flexible hours, including weekends, evenings, and holidays. .

### **Experience and Training Guidelines:**

#### **Recreation Specialist I:**

**Experience:** Previous experience working with the public. One year of experience working in recreation or related field desirable.

**Training:** Completion of high school or equivalent supplemented by a minimum of 60 units of college coursework in recreation, marketing or related field.

#### **Recreation Specialist II:**

**Experience:** One year of increasingly responsible experience as a Recreation Specialist I or equivalent position.

**Training:** Completion of high school or equivalent supplemented by a minimum of 60 units of college coursework in recreation, marketing or related field. College degree in recreation or related field desirable.

### **Licenses and Certificates:**

- Possession of, or ability to obtain, an appropriate, valid California Driver's License.
- CPR-AED and First Aid certification desirable.

## **WORKING CONDITIONS**

Work is performed in a recreation facility or field locations. Incumbent will be required to work outdoors from time to time and may be exposed to the elements. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Incumbent frequently uses a computer, keyboard and related equipment. Drives a vehicle on City business. Lifts and carries equipment and supplies weighing 50 pounds or less.